

## NAME 2 AND ALTERNATE NAMES

Vendor Registry uses fields called Name 2 and Alternate Name to help identify businesses owned by individuals (sole proprietorships) or companies owned by a parent corporation.

### NAME SETUP

Definitions:

- Legal Name – the name used on the taxpayer's tax return.
- AKA – Also known as
- DBA – Doing business as.

Problem 1: A sole proprietor receives payment under a business name, but needs to report income to the IRS under his name and, possibly, a different address.

- A separate address is usually set up called "1099 MAILING." It is only used to tie in as the 1099 Reporting address on the locations that are reportable for that vendor. This allows a vendor to receive checks under its business name, but the 1099 will be made out to the owner (sole proprietor) and perhaps even a different address.

Problem 2: If Vendor Registry set up the business according to IRS rules, Name 1 must be the legal name of the owner belonging to the TIN. If an individual's name is entered, or a parent company's, voucher users cannot find the vendor under the business name. This often leads to duplicate vendors being set up in the vendor database.

- By using the 'Payment/Withholding Alternate Names' on the 1099 mailing address, the State will comply with IRS rules by having the legal name print on 1099's. The payments issued with the remit address, however, will show the business name that vouchers/PO users are familiar with.

This is how the vendor for Jane Doe, the sole proprietor of Jane's Dough Shop, would look:

Identifying Information [Address](#) [Location](#) [Contacts](#) [1099](#)

SetID: SHARE Vendor: 0000089733

**Vendor Name**

\*Name 1: JANES DOUGH SHOP

Name 2: LN: DOE,JANE

\*ShortName: JANES DOUG JANES DOUG-001

**Vendor Classification**

\*Classification: Supplier HR Class:

\*Status: Approved ☐ VAT Registration [Details...](#)

\*Persistence: Regular ☒ Withholding ☒ Open For Ordering

**Vendor Relationships**

☐ Corporate Vendor

☐ InterUnit Vendor

[Additional ID Numbers](#) [Duplicate Invoice Settings](#) [Government Classifications](#) [Std Industry Codes](#)

## ADDRESS SETUP

To address the problem of accurate 1099 reporting, a separate address is created for sole proprietors with the title of "1099." This address is used in the 1099 reporting configuration so that forms 1099 for this vendor will print with the legal name, but payments remitted to a different address will be made out in the business name.

Identifying Information [Address](#) [Location](#) [Contacts](#) [1099](#)

SetID: SHARE Vendor: 0000006816 RED RIVER PRINTING & PACKAGING

**Vendor Address** Find | View All First 2 of 2 Last

Addr: 002 Descr: 1099

**Address Detail** Find | View All First 1 of 1 Last

Effective Date: 02/21/2006 Status: Active

Country: USA United States

Address 1: PO BOX 882

Address 2:

Address 3:

City: WEST FARGO

County:

State: ND North Dakota Postal: 58078

Email ID:

[Payment/Withholding Alternate Names](#) [Telephone...](#)

Save Return to Search Notify Refresh Add Update/Display Include History

Users with the Vendor Inquiry role can view the alternate name that will print on forms 1099 by clicking the [Payment/Withholding Alternate Names](#) link on the address page. The information in this link will look like this:

#### Payment/Withholding Alternate Names

Payment/Withholding Alt Names	
Name 1:	TRAPP,TIM
Name 2:	RED RIVER PRINTING & PACKAGING

OK Cancel Refresh

Although you may be able to view this address, users should not select it in vouchers – please use the address that is set up for the Location you need. This address is strictly for printing forms 1099-MISC.

### SEARCHING FOR SOLE PROPRIETORS

It is possible that you know a business is owned by a particular person, but you cannot remember the business name. Queries have been established to search on the fields called 'Name 2' and both the Alternate Name 1 and Name 2. When using the query called **NDS\_VNDR\_ALT\_NAME**, you must enter the name using ALL CAPS and use a percentage sign in front of and in back of the word. To find the two vendors in the above examples, you would enter something like:

%DOE%  
%TRAPP%

The results will appear in an Excel spreadsheet with the vendor number, Name 1, Name 2, Alternate Name 1, and Alternate Name 2.

Vendor Registry is in the process of changing the set up of old sole proprietorship vendors to this new method. If you find a vendor that is not set up this way and you think it should be, please feel free to contact Vendor Registry staff and inform them.